



PDPH BEST SHOT Audit Tool: Injection Safety

INJECTABLE MEDICATION PREPARATION

Facility Name _____ Observer _____ Location/Unit _____

Observe preparation session: Correct= +, incorrect= O, and Not observed N/A

Staff Roles: P=Physician, N=Nurse, or MA= Medical Assistant

Number of Sessions Observed: _____ Number of sessions performed correctly: _____

Day / Date	Time	Staff Role	Medication is prepared in a clean area*	Vials are inspected	Hand hygiene is performed	Vial septum is disinfected with an alcohol pad	New needle and new syringe are used every dose	Aseptic technique is maintained during med prep	All single dose vials are discarded	Multidose vials are dated and stored appropriately in a clean area	If multidose vial is taken to patient area they are used for a single patient only and discarded

Additional comments: _____

*Preparation of injectable medications must be performed in a designated clean area that is free of obvious contamination sources (e.g., blood, body fluids, contaminated equipment, tap water).

**Vial should be discarded if sterility is questionable, or expiration date or beyond use date has been exceeded. If a multidose vial will not be immediately discarded after use, the vial should be labeled upon opening to indicate the beyond use date which is after 28 days from opened date unless the manufacturer specifies a different (shorter or longer) date for that opened vial. Note: This is different from the expiration date.



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INJECTABLE MEDICATION ADMINISTRATION

Facility Name _____ Observer _____ Location/ Unit _____

Observe administration session: Correct= +, Incorrect= 0, and Not applicable= N/A

Staff Roles: P=Physician, N=Nurse, MA= Medical Assistant

Number of Sessions Observed: _____ Number of sessions performed correctly: _____

Day / Date	Time	Staff Role	Device is safely capped, labeled, and transported to the patient area*	Hand hygiene is done & gloves are donned	Injection body site or port is swabbed with an antiseptic*** pad	Aseptic technique is maintained during administration	Safety needle is activated properly	Syringe & needle is immediately disposed into a nearby sharps box	Injection site bleeding is cleaned and bandaged	Gloves are doffed and Hand hygiene is performed

Additional comments: _____

* Medications should be transported directly from the medication preparation area to the individual patient. Medications should be prepared as close as possible to the time of medication administration. Medications that are not immediately administered by the person who prepared the medication must be labeled appropriately.

** The Five Rights of Medication Administration for patient safety: Right patient, Right medication, Right dose, Right time, and Right route

***Appropriate antiseptics are chlorhexidine, povidone iodine, tincture of iodine, and 70% alcohol.